Integrity of MOCAS Delivery Performance Data

INDEX

REFERENCES

DFAS Desk Procedure Contract Input 201 dated September
1997 and Interim Changes 1 and 2
DFAS Desk Procedure Correction and Modification Input 202
Trusted Agent Procedural Guide dated October 1998
DLAM 8000.3, Part I, Chapter 10
FAR/DFARs
DoD 4000.25-5-M (MILSCAP Manual)

A. INTRODUCTION

The following identifies the data maintenance practices necessary for ensuring MOCAS
data accuracy in the area of delivery performance. The policy in this document will
enable accuracy in delinquencies, shipment, acceptance, and completion of line items.

B. "CLIN" CHARACTERISTICS (FOR PURPOSES OF MOCAS DATA INPUT)

1) For the purpose of MOCAS input, "CLINS" includes the following:
    a) Contract line and subline items (0001, 0001AA, etc.)
    b) ELINs and SubELINs from DD Forms 1423 (A001, A001AA, etc.)
    c) ELINs and SubELINs from exhibits (spares, PIOs, etc.)
    d) Additive CLINs on DLA contracts
    e) Funding CLINs
    f) Informational line items (000101, 000102, etc.)
    g) 1423DD dummy line items for tech data exhibits

2) What goes into MOCAS?
    a) All deliverable CLINs/SubCLINs (Service and Supply Line Items) Deliverable
    does NOT necessarily mean a DD Form 250 is required for government acceptance or
    item completion.
    b) DD Form 1423 ELINs/SubELINs with DD 250 requirements Spare parts, PIOs,
    etc., exhibit line/subline items
    c) Some Additive CLINs
    d) 1423DD dummy line item for DD Form 1423 ELINs/SubELINs with NO or LT
    in block 7 of DD Form 1423 or equivalent AFSC Form 708 (entered as Service Line
    Items in accordance with "B" below).

3) What does NOT go into MOCAS?
    a) Funding CLINs/SubCLINs
    b) Informational subline items (000101, 000201 etc,)
    c) DD Form 1423 items with NO or LT inspection/acceptance terms in block 7 of
    the DD Form 1423 or AFSC Form 708
    d) Basic CLINs/SubCLINs assigned to exhibits or DD Forms 1423.

e) Some Additive CLINs

C. DCMC NOTICES OF COMPLETION FOR NON-DD250 CLINS

1) Deliverable line items that do not require a DD Form 250 shall have the following procedure utilized to reflect completion status in the MOCAS database. This procedure is mandatory. It shall NOT be used for any line items requiring a DD Form 250. DD Form 250 processing screens were used as a basis to develop the notice format. The notices shall be used to process shipment/acceptance requirements in MOCAS for these line items. These completion notices will be processed by CAO personnel as source acceptance documents. For tracking purposes, a signature block has been created to identify the CAO person who completed the notice. Several data elements will have standard entries and are so annotated in the instructions and pre-filled on the notice.

Instructional guide (Reference DLAM 8000.3, Chapter 10)

PIIN/SPIIN: Contract number (must fill)

Shipment Number: "XXX" will be the ONLY prefix used in the shipment number, with consecutive numbering beginning with 0001 (i.e. the first shipment number on a contract number will be XXX0001). On contracts where no DD 250 is required on any line item, the final shipment under these procedures will be coded as a final (e.g. XXX0005Z). (must fill)

Acceptance Site: Source (pre-filled)

Shipment date/Service Completion Date: Date item was shipped or services completed. (must fill)

Mode of Shipment: % on supply line items and blank on service line items (must fill)

FOB Site: Origin on supply line items and blank on service line items (must fill)

QA Signed Date: Same as Shipment Date/Service Completion Date (must fill)

Quantity Shipped: Self-explanatory on Supply Line Items and blank for Service Line Items (must fill)

Service Description: Service (pre-filled for Service Line Item processing only)

Shipped To/Performed At ID: CAO DoDAAC (must fill and MUST be CAO DoDAAC)

GFM: No (pre-filled)

Procurement Quality Assurance: Source (pre-filled)

Shipment Document Received: Date received for processing (must fill)

CLIN: Line Item Number (must fill)

Purchase Unit: In accordance with the contract for Supply Line Items and always LO for Service Line Items (must fill)

Shipment Advice Code: H on supply line items and blank for service line items (must fill).

D. DEFINITIONS OF SERVICE AND SUPPLY LINE ITEMS (Reference DoD 4000.25-5-M, Chapter 3)

1) Supply Line Items: Pertains to items of supply, as differentiating from services, and reflect such information as stock number, purchase unit, price, noun, procurement quality assurance, acceptance points, etc.

2) Service Line Items: Pertain to services on contracts, as differentiating from supplies, and reflect such information as short description of the service, service completion date, dollar amount, etc. Some examples of service line items are engineering services, research and development services, training services, and testing services. Services line items normally cover one lot of services at one location and are to be paid for as one lot. When the services being procured are to be accomplished at several locations and/or payment is on the basis of the level of effort (e.g., hours expended per month), such items should be defined as Supply Line Items with appropriate supply schedule records.

NOTE FOR PROCESSING OF DD FORMS 250: When processing DD Forms 250, if it cannot be determined what type of line item it is, process the DD Form 250 as a supply line item record (Function 2 of the DD Form 250 Master Menu). If the line item in the database is entered as a service line item but the DD Form 250 is processed as a supply line item, the system will reject the DD 250 with error message "Schedule Record Missing". If the line item is in the database as a supply line item and you process the DD Form 250 as a service line item, it will accept, but not satisfy the shipped quantity field on the supply schedule record, thus creating a "paper" delinquency.

E. 1423DD DUMMY LINE ITEM

1) Data items on a DD Form 1423, Contract Data Requirements List (CDRL) that do not require a DD Form 250 and are not separately priced, shall be consolidated into a single 'dummy' service line item as shown below and input into MOCAS. ELINs of this type shall not be in MOCAS. Delete any DD Form 1423 ELINs/SubELINs with "NO" or "LT" in block 7 of DD Form 1423 or equivalent AFSC Form 708 that are not separately priced and input this dummy line item.

        CLIN   - 1423DD

Quantity - 1 (system generated)
Purchase Unit - LO (system generated)
Service Completion Date - Equal to contract FDD (firm date)
PQA-SITE - D
ACPT-SITE - D
Inspection/Acceptance Code - LT (do not use I/A Code "NO")
Description of Service – Data
ACRN – U

The 1423DD item shall have a firm schedule which shall be revised to reflect the latest delivery date when the contract FDD is changed.

NOTE: The Daily Delivery Listing (DDL) identifies final "Z" DD250s that have been processed when DD250s are required on a contract. On contracts not requiring a DD250 for contract line items (i.e. no DDLs), normal surveillance activity shall insure monitoring of data items required to be delivered by Letter of Transmittal (LT) or requiring no DD250 (NO).

F. ESTABLISHMENT OF DELIVERY SCHEDULES IN MOCAS

NOTE: Use of a "U" as a delivery schedule date is not authorized.

1) During review or establishment of delivery schedules technical specialists shall assure they comply with the following policy. If delivery schedule dates of "U" are transmitted via MILSCAP and/or EDI, they shall be changed to appropriate dates following the policies set out below.
   a) On 'As Required' or "With Revisions" DD Form 1423 data items requiring a DD 250, but not separately priced (NSP), the delivery schedule will be firm and will be the same date as the contract Final Delivery Date (FDD). If the FDDs on these contracts are subsequently changed, the schedule on the 'As Required' data items also should be changed. Upon receipt of a 30 or 60 day advanced delinquency alert, the As Required data items shall be reviewed for validity. If not required they shall be deleted.   Also see paragraph N below for important additional processing instructions on these data items.
   b) If no delivery schedules (no FDD) are specified in a contract, an estimated date of one year from the effective date of the contract or the signature date (whichever is later) shall be used. A DD Form 1716 shall be sent to the PCO requesting clarification.
   c) If some line items in a contract do not contain delivery schedules enter the contract FDD as a firm date. A DD Form 1716 shall be sent to the PCO requesting clarification.
   d) On maintenance and overhaul (M&O) or repair contracts, if the date of delivery of the reparable is unknown, and a contract expiration date is present in the contract, a firm delivery schedule shall be established using the expiration date of the contract. If an expiration date is not cited, compute a firm schedule 12 months from the date of

the contract and forward a DD Form 1716 to the PCO requesting clarification. Where the date of the receipt of the reparable is clearly defined, firm delivery dates shall be computed and input.

e) On undefinitized line items, use contract delivery dates as firm schedules. If no date is furnished, then calculate 12 months from date of contract, estimated. The date will remain estimated until a firm date is established by a modification. Partial definitization of unpriced items to firm up delivery schedules shall be a high priority.

f) For Clothing and Textile (C&T) contracts, enter incremental delivery schedules as estimated dates, with only the final delivery dates as firm for each subline item quantity.

g) Some contracts contain first article approval requirements, which have production item delivery contingent upon approval of the first article. Those contracts shall have production item delivery schedules computed from the first article acceptance date and entered with estimated indicators. First Article items themselves shall have firm schedules.

G. FAST PAY

Reference: Fast Payment Procedure FAR 52.213.1

1) DFAS processes Fast Pay invoices as source acceptance documents for both partial and final shipments. Once DFAS processes a payment on a FAST Pay invoice, the contract should automatically move to Section 2 if the LISSR is equal. In those cases where DFAS has fully paid a contract and the LISSR is not balanced (e.g. Quantity Variation) the CAO should manually move the contract to Section 2. The contractor certifies by submitting an invoice to the Government that the supplies/services being billed to the Government have been shipped and no other shipping and acceptance document will be required.

H. OTHER DISBURSING OFFICE (ODO) CONTRACTS

1) ODO contracts are prime contracts administered by DCMC but an office that does not use MOCAS makes payment. DCMC is currently responsible for contract/modification input of full and partial ODO contracts (ODO portion only). This responsibility is not limited to a specific service. However, DLA ODO contracts administered by DCMC have separate and unique operating instructions not applicable to ODOs of the military components. MOCAS will continue to be used by DCMC for administration of these contracts, i.e. production surveillance, contractor performance history and processing DD250s. ODO contracts shall be built with a full Line Item Schedule Summary Record (LISSR). Firm Fixed Price ODO contracts should move automatically to CAR Section 2 based on processing a Final 'Z' DD250 and all on-order quantities are fully shipped and accepted (equal LISSR). When automatic movement does not occur, the CAO shall manually move the contract to Section 2 when it is physically complete.

2) Fast Pay ODO contracts are an especially difficult issue to properly address. SAMMS (the DFAS system used for payments of DLA ODOs) does not communicate with MOCAS. Therefore, processing of the invoice as a source acceptance document, as happens with MOCAS paid Fast Pay contracts, is not an option. In addition to normal surveillance activity, Production personnel are also required to communicate with the contractor when delivery schedules become current to determine if final shipment has occurred. After determination is made that shipment has occurred, and the source of that information has been appropriately documented, fill out a DCMC Notice of Completion Document in accordance with Paragraph A of this addendum and input the data in MOCAS.

3) Destination acceptances are a recognized problem that DCMC Headquarters is in the process of working. When a resolution is received, a supplement to this guidance will be provided. Until that time, it is important that the CAOs continue to process the shipped side of destination DD250s and move it to Section 2 (can move after shipment and prior to acceptance).

4) CAOs will continue to process DD Form 250s which will continue to generate MILSCAP Shipment Performance Notices (SPNs) to the customers and Destination Acceptance Reporting Tracking System (DARTS) alerts to consignees.

5) Contract Processing Information for DLA ODOs Only
    a) Most are transmitted via MILSCAP or EDI.
    b) A large majority of the transmittals accept in MOCAS, under normal circumstances.
    c) On accepted MILSCAP/EDI transactions, the only action required in CAOs not otherwise required for new contracts is removal of the MOCAS Awaiting Hard Copy Indicator code. This is a simple transaction taking less than 2 minutes.
    d) On rejected MILSCAP/EDI transactions, the entire contract must be manually processed.

    Warning: For CAOs not processing the Hard Copy Release transactions: MOCAS automatically purges EDI or MILSCAP contracts awaiting a hard copy within 60 days of receipt unless a shipment or payment has been made. After the purge, the only way to get the document back into MOCAS is to process it manually as a new contract. That creates a huge workload on impacted CAOs.

I. SOURCE ACCEPTANCE DD 250 REJECTIONS (PERTAINS TO SOURCE ACCEPTANCE DD250s ONLY!)

1) Recycling DD250s result when DD250 data being input into MOCAS does not match data from initial contract input. Recycling DD250s can result in payments with interest and/or 'paper' delinquencies. A thorough initial contract review will minimize recycling DD250s. If DD250 data is rejected during input, the information shall be 'forced' onto the recycle list by the DD250 input person (Reference: DD250 Part I, Chapter 10 in

DLAM 8000.3). Forced DD250s will appear daily on the UNMC140A Recycle List Report. All recycling DD Forms 250 shall have documented action initiated within 10 calendar days of appearing on the report. The following steps should be taken to clear rejected DD250s:

   a) Review the UNMC140A recycle list daily to identify recycling DD250s and their causes.
   b) Compare the contract with the data contained in MOCAS. Determine the source of the error and make the necessary corrections.
   c) If the inconsistency is due to a DD250 input error, correct the error on the screen.
   d) If the error is due to an inaccurate DD250 return it to the contractor for correction.
   e) If the error is due to an initial contract/modification input error, request the trusted agent to make the necessary corrections.

2) Analysis of root causes of rejected DD250s shall be performed periodically in an effort to eliminate or reduce reoccurrence.

J. MOVEMENT OF CONTRACTS BACK TO CAR SECTION 1

When corrections are made to a line item on a contract, which has already moved to Section 2, and that contract contains a LISSR out of balance, that contract may automatically move to Section 1. After corrections are made, forward a DLA 1797 to the trusted agent for movement back to Section 2, if required. Some corrections, such as adding new line items, or increasing the quantity of existing line items, will legitimately move a contract back to CAR Section 1, and should not be moved back to CAR Section 2 until the line items are shipped and accepted.

K. CANCELLED UNILATERAL PURCHASE ORDERS NOT PROPERLY PROCESSED

1) Unilateral small purchase orders may be cancelled at no cost to the government via letter or modification (FAR 13.504). The following procedures apply to both situations.
   a) Cancellation incorrectly processed in MOCAS and contract remains in section 1: Forward a DLA Form 1797 to the trusted agent requesting manual movement of the contract to CAR Section 2, entry of an R5 Remark "Contract Cancelled per MOD P0000* or PCO Ltr Dtd MMDDYY", and processing of an NLA G and F to close the contract. At month end DFAS will not reinstate the contract.
   b) Cancellation letter not processed or cancellation modification is not on the backlog in MOCAS and the contract remains in CAR Section 1: Send a DLA Form 1797 to the trusted agent requesting a manual movement of the contract to CAR Section 2, entry of an R5 Remark "contract cancelled per MOD P0000* or PCO ltr dtd "date", with the cancellation modification or letter attached to be forwarded to DFAS.

L. CONTRACTS WITH TERMINATION FOR CONVENIENCE MODIFICATONS IMPROPERLY PROCESSED

1) Termination for Convenience modifications incorrectly processed in MOCAS and contract remains in CAR Section 1: Input the contractor history file with in-the-clear remark indicating the mod number and date. Prepare a DLA Form 1797 requesting that a trusted agent move the contract to CAR Section 3, delete all line items and input ACO Coded Remark (R9) 09. Copy the ACO on the DLA Form 1797. Partial terminations shall have only the terminated line items deleted by the trusted agent.

2) Complete or Partial Termination for Convenience Modifications not processed or on the Backlog in MOCAS and contract remains in CAR Section 1:   Input the production history file with in-the-clear remarks indicating the mod number and date. Send a DLA Form 1797 with the termination modification attached to DFAS.

M. PROCESSING OF CONTRACTS WITH TERMINATION FOR DEFAULT MODIFICATONS

1) Termination for Default Modifications improperly processed in MOCAS and contract remains in CAR Section 1: Input the production history file with in-the-clear remark indicating the mod number and date. Send DLA Form 1797 annotated with the modification number and effective date to a trusted agent for movement to Section 2.

2) Termination for Default Modification not processed or on the Backlog in MOCAS, and contract remains in section 1: Input the production history file with in-the-clear remarks indicating the mod number and date. Send a DLA Form 1797 requesting that the trusted agent move the contract to CAR Section 2 and subsequent forwarding of the attached termination modification to DFAS.

N. PROCESSING OF CONTRACTS BEING TRANSFERRED FROM ONE MOCAS DATA BASE TO ANOTHER

1) Executed modifications are not processed in MOCAS and contract(s) remain in the losing database: Inform the ACO that contract(s) should have transferred out and now will have to be worked between ACO and DFAS. This may be a time consuming process that may include Reconciliation, etc.

2) The following is an informational synopsis of the MOCAS contract transfer process:

    a) An ACO issues a modification or other contractual document (e.g. Novation Agreement), effecting an action which will result in a requirement to transfer contractual data in MOCAS within or between the three MOCAS data bases known as MOCs.

    b) The ACO coordinates the issuance and substance of the modification with appropriate FASST members.   In order for a transfer to be scheduled during the

current month-end processing cycle, completion of this action must be accomplished no later than the 10th day of the month.

c) FASST personnel are required to forward the completed transfer package to DFAS Columbus by the 10th of the month. DFAS then, by the 15th of the month, coordinates all transfers to be scheduled for that month's end processing with the Defense Megacenter Columbus (DMC).

d) FASST and DFAS personnel review the actual transfer at month-end to insure systemic problems are not encountered. If transfers are successful, ACOs must check their MOCAS data base on the first work day of the following month to insure systemic errors are not evident that may not have been discovered during the month-end transfer review by DFAS and the FASST. If problems are encountered and transfers are not accomplished as scheduled, the FASST will notify all CAOs with a general message the first working day of the next month.

O. WHEN ACCEPTANCE DOCUMENT IS NOT AVAILABLE

On contracts whose Final Delivery Date (FDD) has passed, acceptance documentation needed to balance the Line Item Schedule Summary Record (LISSR) may not be available. If a thorough review of a contract file (ensure it contains all modifications) determines proof of shipment/acceptance is missing AND the missing documents cannot be obtained from the contractor, DFAS, receiving activity or the buying activity, follow the instructions listed below for the situation that best matches the circumstances. In all the following circumstances, if no final DD 250 (Z indicator in shipment number), is available, input the Contractor History record using 'PROD001'.

1) BUYING ACTIVITY CAN PROVIDE STATUS:

   a) <u>No Unliquidated Obligation on Contract</u> - Send certification of acceptance letter (sample attached) to the PCO for signature. If a PCO certification of acceptance is received, send a DLA Form 1797 to the trusted agent for movement of the contract to Section 2 with unbalanced LISSR. Annotate R5/R6 remarks line: (PCO certification of acceptance received "date").

   b) <u>Contract Contains Unliquidated Obligations</u>

   1. CONTRACTOR EXISTS/IS AVAILABLE – Have the contractor certify that all items have been delivered and final payment received. (Sample letter to contractor is attached.) Send certification of acceptance letter to PCO for their signature. (Sample letter to PCO is attached.). Upon receipt of PCO certification of acceptance, Annotate R5/R6 remarks line: (PCO certification of acceptance received 'date') and forward a DLA Form 1797to the trusted agent requesting the contract be moved to CAR Section 2, with a copy attached to be forwarded to the ACO for further action. If PCO does not agree that all items have been delivered, further action with contractor is required and contract shall remain in CAR Section 1.

   2. CONTRACTOR NOT AVAILABLE – Document method of determining non-availability of contractor. Forward contractor non-availability documentation with a Certification of Acceptance request to the PCO. Upon

receipt of PCO certification of acceptance, forward a DLA Form 1797 to the trusted agent requesting the contract be moved to CAR Section 2, with a copy attached to be forwarded to the ACO for further action. Annotate R5/6 Remarks line: (PCO Certification of Acceptance Received "date").

2) WHEN BUYING ACTIVITY NOT KNOWN/AVAILABLE FOR RESPONSE (e.g. BRAC CLOSURES)
   a) NO UNLIQUIDATED OBLIGATION ON CONTRACT-Document attempts to identify/contact Buying Activity and reasons not available for response. Forward a DLA Form 1797 with PCO non-availability documentation attached to the trusted agent requesting the contract be moved to CAR Section 2 with unbalanced LISSR. Provide the ACO with PCO non-availability documentation and LISSR status for further action. Annotate an R5/R6 remark "Manual movement to Section 2 by DCMC".
   b) CONTRACT CONTAINS UNLIQUIDATED OBLIGATION
      1. CONTRACTOR EXISTS/IS AVAILABLE – Request the contractor certify that all items were shipped and final payment received (sample letter to contractor is attached). Document attempt to identify/contact PCO and reasons PCO is not available for response. Forward DLA Form 1797 to the trusted agent requesting movement of the contract to CAR Section 2 with unbalanced LISSR. Provide ACO with PCO non-availability documentation, contractor certification, and LISSR status for further action. Annotate an R5/R6 remark "Manual movement to Section 2 by DCMC".
      2. CONTRACTOR NOT AVAILABLE – Document the method of determining contractor and Buying Activity non-availability. Forward a DLA Form 1797 to the trusted agent requesting the contract be moved to CAR Section 2 with unbalanced LISSR. Provide documentation on contractor and PCO unavailability and LISSR status to ACO for further action. Annotate an R5/R6 remark "Manual movement to Section 2 by DCMC".

P. UNPROCESSED PCO CONTRACTS AND MODIFICATIONS

Current DCMC and DFAS policy remains unchanged. DCMC personnel do not have authority to process, or partially process, any unprocessed PCO issued contracts or modifications. If an unprocessed PCO modification impacts on-time deliveries or delinquency reporting, the matter of the unprocessed document shall be subject to the established escalation procedures in effect between DCMC CAOs and DFAS Columbus. The order of escalation has been published by the DCMC Customer Liaison Representative (CLR) at DFAS Columbus on several occasions. If in doubt on proper procedures contact the DCMC CLR office at DFAS for assistance.

Q. NOT SEPARATELY PRICED (NSP) DATA ITEMS REQUIRING DD FORMS 250, WITH "AS REQUIRED" OR "WITH REVISION" FREQUENCIES ON THE DD FORM 1423

These data items are a major cause of many contracts not mechanically moving from CAR Section 1 to CAR Section 2 upon processing of a Final DD Form 250 in MOCAS. To alleviate that situation, the following procedures shall be used for all data items in this category: The ELIN/SubELIN shall be processed in MOCAS with a quantity on-order of 99 EA. Each such ELIN/SubELIN shall also be processed with a Quantity Variation (QV) of plus and minus 99%. Any deliveries against the line items for quantities between 1 and 198 EA will thus allow many more contracts to mechanically move to a production complete status in MOCAS. In accordance with Paragraph C(1) above, the delivery schedule dates for these items shall also be input using the FDD of the contract as a firm delivery date.